

# **CHAPTER 4:**

  

# **MAKING ADJUSTMENTS**

## PURPOSE

In this chapter, you will learn how to make cash adjustments using either the **Summary Payment with Negative Draw Adjustment** or the **Book Entry Adjustment** features.

**PLEASE NOTE** that another adjustment option is available to you. If the amount of your adjustment exceeds what you can offset in a Summary Payment with Negative Draw, or if your organization's policies or procedures preclude you from making Negative Draws, returning funds is another alternative. However, this is NOT an adjustment that you can initiate through the ASAP system. You must have your financial institution return funds to the ASAP system. Funds may be returned via FEDWIRE or ACH.

Instructions and formats for returning funds to ASAP may be found in the Payment Formats Package. It is located on the ASAP Web site at <http://www.fms.treas.gov/asap/pay-intro.html> or contact your servicing RFC for a hard copy.

## REASONS FOR ADJUSTMENTS

Adjustments typically occur following the collection of funds, the reconciliation of outlays, the drawing of funds from the wrong account by a Payment Requestor, or any other condition that results in excess cash on hand at the recipient level.

## GETTING STARTED

Both the Summary Payment with Negative Draw Adjustment and the Book Entry Adjustment features are accessible through the Payment Request Processing menu. See the Example on the following page.

**ACTION:**

On the Main Menu, type 1 for Payment Request Processing and press Enter.

SP010A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP010A0	MAIN MENU	HH:MM:SS
08/02/2000 T		
<1> PAYMENT REQUEST PROCESSING		
<2> INQUIRY MENU		
<3> FEDERAL AGENCY FUNCTIONS MENU		
<4> RFC FUNCTIONS MENU		
<5> FRB SUPPORT PROCESSING		
<6> REPORT REQUEST MENU		
<7> NOTIFICATIONS		
ASAP ID		
ORGANIZATION ACCESS CODE	ENTER SELECTION NUMBER: 1	
	PRESS ENTER	
F2=EXIT		

**RESULT:**

The Payment Request Processing menu appears.

SP020A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP020A0	PAYMENT REQUEST PROCESSING	HH:MM:SS
08/02/2000 T		
<1> TEMPLATE PAYMENT REQUEST PROMPT		
<2> MASTER PAYMENT REQUEST PROMPT		
<3> CREATE PAYMENT REQUESTOR TEMPLATE PROMPT		
<4> BOOK ENTRY ADJUSTMENT PROMPT		
<5> PAYMENT CANCELLATION PROMPT		
<6> INTERSTATE AUTHORIZATION TRANSFER PROMPT		
ENTER SELECTION NUMBER: _		
PRESS ENTER		
F2=EXIT	F5=MAIN	

## SECTION 4.1

### Summary Payment with Negative Draw Adjustment

A Summary Payment with a Negative Draw Adjustment is a request for funds which includes a negative draw from one or more accounts and for which the net total of the draw is greater than zero. **The net amount of the adjustment MUST BE greater than zero - it cannot be zero, and it cannot be negative. A negative Draw ALWAYS RESULTS in a payment going to the payment requestor's bank account.** Typically, Negative Draws are used to offset payments for receivable amounts due a Federal Agency. However, Negative Draws may also be used to adjust, return, and redistribute excess cash on hand at the same time as making a funding request.

The Negative Draw feature allows the user to enter negative amounts for one or more accounts on the summary payment request as long as the total amount of the request is positive. However, users cannot increase the available balance of an account to an amount greater than the cumulative authorized amount. Each of the request processes in ASAP (**Master** and **Template**) allows for a Negative Draw when requesting a **summary payment**.

The following Example illustrates how to perform a basic Summary Payment with Negative Draw Adjustment.

**EXAMPLE**

Using the template created in Chapter 3, we will make a request for funds with a negative draw.

- < One Recipient Organization
- < One Federal Agency
- < One screen of accounts

**STEP 1: ACTION**

After selecting menu option 1 from the Payment Request Processing menu, the Template Payment Request prompt screen appears. Fill in the prompt screen as shown below and press Enter. Select the template that you created in Chapter 3.

```

SP025B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP025BO          TEMPLATE PAYMENT REQUEST PROMPT                      HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234      SHORT NAME: GRAY U      BANK ACCT: 1 (1=1ST, OR ENTER
TYPE OF PAYMENT: S (I=INDIVIDUAL, S=SUMMARY)        2=2ND, 3=3RD,
PAYMENT DELIVERY METHOD: A (A=ACH OR F=FEDWIRE)      4=4TH, OR
SETTLEMENT DATE: 08/03/2000 (MM/DD/CCYY)           BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: TRAINING
TEMPLATE NAME: _____ TYPE A TEMPLATE NAME OR TYPE <S> NEXT
                           TO A TEMPLATE NAME BELOW

      TEMPLATE      TEMPLATE      TEMPLATE
SEL   NAME          SEL   NAME          SEL   NAME
S     FEDDRAW       -     RBPR1

F4=MENU F5=MAIN

```

**STEP 1: RESULT**

The following screen appears with all accounts on the template.

```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030FO          SUMMARY PAYMENT REQUEST TEMPLATE ENTRY              HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234      SHORT NAME: GRAY U      PAGE      1 OF      1
TEMPLATE NAME: FEDDRAW      REQ REF NUM: TRAINING      TYPE OF PAYMENT: S
SETTLEMENT DATE: 08/03/2000
AGENCY LOCATION CODE/REGION:11000001/  SHORT NAME:US MONEY1
RECIPIENT ID: 0101111      SHORT NAME: GRAY U      TOT AMT REQ:_____
CASH ON HAND: _____      TOT AMT ENT:_____
ASAP SEQUENCE NUMBER:
      ACCOUNT ID      AMOUNT REQUESTED      AVAILABLE BALANCE      ITM
F1R10002      _____      $397,250.00
F1R10004      _____      $435,000.00
      F1R104D      _____
      F1R104E      _____
F1R10008      _____      $495,250.00
F1R10009      _____      $499,000.00

ACTION: _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)

```

**STEP 2: ACTION**

Enter the total amount requested, in the TOT AMT REQ field, which is the net total of the summary payment (positive draws minus negative draws). Enter the AMOUNT REQUESTED from each desired account. Enter a minus (-) sign in front of the negative draw amount. Type a V in the ACTION field and press Enter to validate the page.

```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030FO          SUMMARY PAYMENT REQUEST TEMPLATE ENTRY              HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234          SHORT NAME: GRAY U          PAGE      1 OF      1
TEMPLATE NAME: FEDDRAW          REQ REF NUM: TRAINING          TYPE OF PAYMENT: S
SETTLEMENT DATE: 08/03/2000
AGENCY LOCATION CODE/REGION: 11000001/          SHORT NAME:US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U          TOT AMT REQ: 3000
CASH ON HAND: _____          TOT AMT ENT:
ASAP SEQUENCE NUMBER:
      ACCOUNT ID          AMOUNT REQUESTED          AVAILABLE BALANCE          ITM
F1R10002          _____          $397,250.00
F1R10004          _____          $435,000.00
      F1R104D          _____
      F1R104E          _____
F1R10008          -3000          $495,250.00
F1R10009          6000          $499,000.00

ACTION: V (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)

```

**STEP 2: RESULT**

The system validates your entries and formats all dollar amounts. Note: The pre-request available balances have not changed.

```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030FO          SUMMARY PAYMENT REQUEST TEMPLATE ENTRY              HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234          SHORT NAME: GRAY U          PAGE      1 OF      1
TEMPLATE NAME: FEDDRAW          REQ REF NUM: TRAINING          TYPE OF PAYMENT: S
SETTLEMENT DATE: 08/03/2000
AGENCY LOCATION CODE/REGION:11000001/  SHORT NAME:US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U          TOT AMT REQ:$3,000.00
CASH ON HAND: _____          TOT AMT ENT:$3,000.00
ASAP SEQUENCE NUMBER:
      ACCOUNT ID          AMOUNT REQUESTED          AVAILABLE BALANCE          ITM
F1R10002          _____          $397,250.00
F1R10004          _____          $435,000.00
      F1R104D          _____
      F1R104E          _____
F1R10008          $3,000.00-          $495,250.00
F1R10009          $6,000.00          $499,000.00

ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)

I0035  CURRENT SCREEN SUCCESSFULLY VALIDATED.  NO ERRORS FOUND.

```

**STEP 3: ACTION**

Type a P in the ACTION field and press Enter to post your request.

```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030FO          SUMMARY PAYMENT REQUEST TEMPLATE ENTRY              HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234          SHORT NAME: GRAY U          PAGE      1 OF      1
TEMPLATE NAME: FEDDRAW          REQ REF NUM: TRAINING          TYPE OF PAYMENT: S
SETTLEMENT DATE: 08/03/2000
AGENCY LOCATION CODE/REGION:11000001/  SHORT NAME:US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U          TOT AMT REQ:$3,000.00
CASH ON HAND: _____          TOT AMT ENT:$3,000.00
ASAP SEQUENCE NUMBER:

ACCOUNT ID          AMOUNT REQUESTED          AVAILABLE BALANCE          ITM
F1R10002                                $397,250.00
F1R10004                                $435,000.00
F1R104D
F1R104E
F1R10008          $3,000.00-          $495,250.00
F1R10009          $6,000.00          $499,000.00

ACTION: P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)

I0035  CURRENT SCREEN SUCCESSFULLY VALIDATED.  NO ERRORS FOUND.

```

**STEP 3: RESULT**

The system re-edits and posts your entries. The screen displays the updated available balances which now reflect the draws. The system also assigns an ASAP SEQUENCE NUMBER to the summary payment and ITEM NUMBERS to each component request. **Note:** The available balance for account F1R10008 increases because of the posted negative draw.

```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030FO          SUMMARY PAYMENT REQUEST TEMPLATE ENTRY              HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234          SUMMARY POSTED          PAGE      1 OF      1
TEMPLATE NAME: FEDDRAW          REQ REF NUM: TRAINING          TYPE OF PAYMENT: S
SETTLEMENT DATE: 08/03/2000
AGENCY LOCATION CODE/REGION:11000001/  SHORT NAME:US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U          TOT AMT REQ:$3,000.00
CASH ON HAND: _____          TOT AMT ENT:$3,000.00
ASAP SEQUENCE NUMBER: 08/02/2000 E1QM2D5V 000001 0900363

ACCOUNT ID          AMOUNT REQUESTED          AVAILABLE BALANCE          ITM
F1R10002                                $397,250.00
F1R10004                                $435,000.00
F1R104D
F1R104E
F1R10008          $3,000.00-          $498,250.00          01
F1R10009          $6,000.00          $493,000.00          02

ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
F3=PRMT F4=MENU F5=MAIN

I0043  SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.

```



**STEP 4: ACTION**

Press F4=Menu to return to the Payment Request Processing Menu.

SP030F	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP030FO	SUMMARY PAYMENT REQUEST TEMPLATE ENTRY		HH:MM:SS
08/02/2000 T			
REQUESTOR ID: 0101234	SUMMARY POSTED	PAGE	1 OF 1
TEMPLATE NAME: FEDDRAW	REQ REF NUM: TRAINING	TYPE OF PAYMENT: S	
SETTLEMENT DATE: 08/03/2000			
AGENCY LOCATION CODE/REGION: 11000001/ SHORT NAME:US MONEY1			
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT AMT REQ:\$3,000.00	
CASH ON HAND:		TOT AMT ENT:\$3,000.00	
ASAP SEQUENCE NUMBER: 08/02/2000 E1QM2D5V 000001 0900363			
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE	ITM
F1R10002		\$397,250.00	
F1R10004		\$435,000.00	
F1R104D			
F1R104E			
F1R10008	\$3,000.00-	\$498,250.00	01
F1R10009	\$6,000.00	\$493,000.00	02
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)			
F3=PRMT F4=MENUE F5=MAIN			
I0043 SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.			

**STEP 4: RESULT**

The Payment Request Processing Menu appears.

SP020A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP020AO	PAYMENT REQUEST PROCESSING		HH:MM:SS
08/02/2000 T			
<1> TEMPLATE PAYMENT REQUEST PROMPT			
<2> MASTER PAYMENT REQUEST PROMPT			
<3> CREATE PAYMENT REQUESTOR TEMPLATE PROMPT			
<4> BOOK ENTRY ADJUSTMENT PROMPT			
<5> PAYMENT CANCELLATION PROMPT			
<6> INTERSTATE AUTHORIZATION TRANSFER PROMPT			
ENTER SELECTION NUMBER: _			
PRESS ENTER			
F2=EXIT F5=MAIN			

## SECTION 4.2

### BOOK ENTRY ADJUSTMENTS

The Book Entry Adjustment feature allows Payment Requestors to adjust cash on hand balances between ASAP Accounts that share the same Agency Location Code/Region **without making a funding request**. It works like a journal entry in a general ledger, using increases and decreases to individual accounts to reflect adjustments. Characteristically, Book Entry Adjustments are made to adjust account balances, adjust excess cash on hand, or to correct a draw made from a wrong account.

Book Entry Adjustments may be entered for any accounts associated with a single Agency Location Code/Region. Procedurally, however, you must follow guidelines from the granting Federal Agency when making Book Entry Adjustments between ASAP accounts.

**Book Entry Adjustments NEVER result in a payment going to the payment requestor's bank account, and all decreases must equal increases (the net effect of a book entry's adjustment is always zero).**

In addition, the Book Entry feature precludes users from increasing the available balance of an ASAP Account to an amount greater than the cumulative authorized amount for that account.

### SCREEN FIELDS TO NOTE

The following fields appear on one or more of the screens in this feature:

- < **Adjustment Reference Number** - an optional identifier from 1 to 15 characters which may be assigned to the book entry adjustment.
- < **Adjustment Reason** - an optional description of the adjustment entered by the user of up to 3 lines of 50 characters each.
- < **ASAP Sequence Number** - an identifier assigned by the ASAP system when a book entry adjustment is posted. It consists of the following:

**Date** - the date the transaction was posted.

**Terminal ID** - the ASAP terminal (PC connection or user ID) from which the adjustment was made.

**Sequence #** - a sequential number used to identify the session during which the adjustment was made on a given terminal and date.

- <     **Decrease Avail Bal By Amount** - the amount of money moved **out** of an ASAP Account.
- <     **Increase Avail Bal By Amount** - the amount of money moved **into** an ASAP Account.
- <     **Tot Decr** - The system calculated sum of all decreases in an adjustment transaction.
- <     **Tot Incr** - The system calculated sum of all increases in an adjustment transaction.
- <     **ITM** - sequential numbers assigned by the system to each item within an adjustment when the adjustment is posted.

The following Example illustrates how to use the Book Entry Adjustment feature in ASAP.  
To get to the starting point for the Example, follow the steps below:

**ACTION:**

Select item 4 from the Payment Request Processing Menu and press Enter.

SP020A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP020AO	PAYMENT REQUEST PROCESSING	HH:MM:SS
08/02/2000 T		
 <1> TEMPLATE PAYMENT REQUEST PROMPT		
<2> MASTER PAYMENT REQUEST PROMPT		
<3> CREATE PAYMENT REQUESTOR TEMPLATE PROMPT		
<4> BOOK ENTRY ADJUSTMENT PROMPT		
<5> PAYMENT CANCELLATION PROMPT		
<6> INTERSTATE AUTHORIZATION TRANSFER PROMPT		
ENTER SELECTION NUMBER: 4		
PRESS ENTER		
F2=EXIT	F5=MAIN	

**RESULT:**

The Book Entry Adjustment Prompt screen appears.

SP047A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP047AO	BOOK ENTRY ADJUSTMENT PROMPT	HH:MM:SS
08/02/2000 T		
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	
ADJUSTMENT REFERENCE NUMBER: _____		
AGENCY LOCATION CODE/REGION: _____/____ SHORT NAME:		
RECIPIENT ID: _____ SHORT NAME:		
ADJUSTMENT REASON: _____		
_____		
_____		
F4=MENU F5=MAIN		

**EXAMPLE ONE**

Using the Book Entry Adjustment feature, users will be able to adjust the available balances for multiple accounts.

- < One Recipient
- < One Federal Agency
- < Multiple Accounts

**STEP 1: ACTION**

Fill in the prompt screen as shown below and press Enter.

```

SP047A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP047A0          BOOK ENTRY ADJUSTMENT PROMPT                      HH:MM:SS
08/02/2000 T

REQUESTOR ID: 0101234          SHORT NAME: GRAY U

ADJUSTMENT REFERENCE NUMBER: _____

AGENCY LOCATION CODE/REGION: 11000001/___  SHORT NAME:

RECIPIENT ID: 0101111          SHORT NAME:

ADJUSTMENT REASON:  Drew from wrong account _____
                    _____
                    _____

F4=MENU F5=MAIN

```

**STEP 1: RESULT**

The following screen appears with the Account IDs and available balances for the Federal Agency - Recipient Organization combination specified on the prompt..

```

SP048A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP048A0          BOOK ENTRY ADJUSTMENT PROCESSING                  HH:MM:SS
08/02/2000 T

REQUESTOR ID: 0101234          SHORT NAME: GRAY U          PAGE 1 OF 4
ADJUSTMENT REFERENCE NUM:
AGENCY LOCATION CODE/REGION:11000001/  SHORT NAME:US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U          TOT DECR:  $0.00
ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT_____
                    _____
                    _____

ASAP SEQUENCE NUMBER:

ACCOUNT ID      DECREASE AVAIL    INCREASE AVAIL    AVAILABLE BALANCE    ITM
BAL. BY AMOUNT  BAL. BY AMOUNT
F1R10001        _____          _____          $404,000.00
F1R10002        _____          _____          $397,250.00
F1R10003        _____          _____          $495,000.00
F1R103A         _____          _____
F1R103B         _____          _____
F1R103C         _____          _____

ACTION:  __ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                    F8=PGDN          F10=RO

```

**STEP 2: ACTION**

From the desired account, enter an amount for an account balance to be decreased, and a corresponding amount for an account balance to be increased. **Note:** Total increases must equal total decreases. Enter the letter P in the Action field and press Enter.

```

SP048A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP048A0          BOOK ENTRY ADJUSTMENT PROCESSING                    HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234      SHORT NAME: GRAY U          PAGE      1  OF   4
ADJUSTMENT REFERENCE NUM:
AGENCY LOCATION CODE/REGION:11000001/  SHORT NAME:US MONEY1

RECIPIENT ID:  0101111          SHORT NAME: GRAY U      TOT DECR:   $0.00
ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT_____
                                     _____
                                     _____
ASAP SEQUENCE NUMBER:
      DECREASE AVAIL      INCREASE AVAIL
ACCOUNT ID      BAL. BY AMOUNT      BAL. BY AMOUNT      AVAILABLE BALANCE  ITM
F1R10001      50000_____          _____          $404,000.00
F1R10002          _____          50000_____          $397,250.00
F1R10003          _____          _____          $495,000.00
F1R103A          _____          _____
F1R103B          _____          _____
F1R103C          _____          _____
ACTION: P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                     F8=PGDN      F10=RO

```

**STEP 2: RESULT**

The system posts the entry. The available balances are adjusted accordingly.

```

SP048A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP048A0          BOOK ENTRY ADJUSTMENT PROCESSING                    HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234      ADJUSTMENT POSTED          PAGE      1  OF   4
ADJUSTMENT REFERENCE NUM:
AGENCY LOCATION CODE/REGION:11000001/  SHORT NAME:US MONEY1

RECIPIENT ID:  0101111          SHORT NAME: GRAY U      TOT DECR: $50,000.00
ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT_____
                                     _____
                                     _____
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V  000003
      DECREASE AVAIL      INCREASE AVAIL
ACCOUNT ID      BAL. BY AMOUNT      BAL. BY AMOUNT      AVAILABLE BALANCE  ITM
F1R10001          $50,000.00          _____          $354,000.00      01
F1R10002          _____          $50,000.00          $447,250.00      02
F1R10003          _____          _____          $495,000.00
F1R103A          _____          _____
F1R103B          _____          _____
F1R103C          _____          _____
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
      F3=PRMT F4=MENU F5=MAIN          F8=PGDN
I0066      BOOK ENTRY ADJUSTMENT POSTED SUCCESSFULLY.

```

**STEP 3: ACTION**

Press F3=PRMT to return to the Book Entry Adjustment Prompt.

SP048A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00	
SP048A0	BOOK ENTRY ADJUSTMENT PROCESSING		HH:MM:SS	
08/02/2000 T				
REQUESTOR ID: 0101234	ADJUSTMENT POSTED	PAGE	1	OF 4
ADJUSTMENT REFERENCE NUM:				
AGENCY LOCATION CODE/REGION:11000001/ SHORT NAME:US MONEY1				
		TOT DECR: \$50,000.00		
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT INCR: \$50,000.00		
ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT_____				
_____				
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V 000003				
	DECREASE AVAIL	INCREASE AVAIL		
ACCOUNT ID	BAL. BY AMOUNT	BAL. BY AMOUNT	AVAILABLE BALANCE	ITM
F1R10001	\$50,000.00		\$354,000.00	01
F1R10002		\$50,000.00	\$447,250.00	02
F1R10003			\$495,000.00	
F1R103A				
F1R103B				
F1R103C				
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)				
F3=PRMT F4=MENU F5=MAIN F8=PGDN				
I0066 BOOK ENTRY ADJUSTMENT POSTED SUCCESSFULLY.				

**STEP 3: RESULT**

The Book Entry Adjustment Prompt screen is displayed.

SP047A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00	
SP047A0	BOOK ENTRY ADJUSTMENT PROMPT		HH:MM:SS	
08/02/2000 T				
REQUESTOR ID: 0101234	SHORT NAME: GRAY U			
ADJUSTMENT REFERENCE NUMBER:_____				
AGENCY LOCATION CODE/REGION: 11000001/___ SHORT NAME: US MONEY1				
RECIPIENT ID: 0101111	SHORT NAME: GRAY U			
ADJUSTMENT REASON: Drew from wrong account_____				
_____				
_____				
F4=MENU F5=MAIN				



**EXAMPLE TWO**

Using the Book Entry Adjustment feature, users will be able to adjust the available balances for control accounts.

- < One Recipient
- < One Federal Agency
- < Control Accounts

**STEP 1: ACTION**

Fill in the prompt screen as shown below and press Enter.

SP047A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP047A0	BOOK ENTRY ADJUSTMENT PROMPT	HH:MM:SS
08/02/2000 T		
REQUESTOR ID: 0101234		SHORT NAME: GRAY U
ADJUSTMENT REFERENCE NUMBER: _____		
AGENCY LOCATION CODE/REGION: 11000001/___		SHORT NAME:
RECIPIENT ID: 0101111		SHORT NAME:
ADJUSTMENT REASON: Drew from wrong account _____		
_____		
_____		
F4=MENU F5=MAIN		

**STEP 1: RESULT**

The following screen appears with the Account IDs and available balances for the Federal Agency - Recipient Organization combination specified on the prompt.

SP048A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP048A0	BOOK ENTRY ADJUSTMENT PROCESSING		HH:MM:SS
08/02/2000 T			
REQUESTOR ID: 0101234	SHORT NAME: GRAY U		PAGE 1 OF 4
ADJUSTMENT REFERENCE NUM:			
AGENCY LOCATION CODE/REGION: 11000001/		SHORT NAME: US MONEY1	
		TOT DECR:	\$0.00
RECIPIENT ID: 0101111	SHORT NAME: GRAY U		TOT INCR: \$0.00
ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT _____			
_____			
_____			
ASAP SEQUENCE NUMBER:			
	DECREASE AVAIL	INCREASE AVAIL	
ACCOUNT ID	BAL. BY AMOUNT	BAL. BY AMOUNT	AVAILABLE BALANCE ITM
F1R10001	_____	_____	\$354,000.00
F1R10002	_____	_____	\$447,250.00
F1R10003	_____	_____	\$495,000.00
F1R103A	_____	_____	
F1R103B	_____	_____	
F1R103C	_____	_____	
ACTION: __ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)			
F8=PGDN F10=RO			

**STEP 2: ACTION**

Press F8=PGDN to navigate to the second page of accounts.

SP048A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00	
SP048A0	BOOK ENTRY ADJUSTMENT PROCESSING		HH:MM:SS	
08/02/2000 T				
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	PAGE	1	OF 4
ADJUSTMENT REFERENCE NUM:				
AGENCY LOCATION CODE/REGION: 11000001/	SHORT NAME: US MONEY1	TOT DECR:	\$0.00	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT INCR:	\$0.00	
ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT_____				
_____				
ASAP SEQUENCE NUMBER:				
ACCOUNT ID	DECREASE AVAIL BAL. BY AMOUNT	INCREASE AVAIL BAL. BY AMOUNT	AVAILABLE BALANCE	ITM
F1R10001	_____	_____	\$354,000.00	
F1R10002	_____	_____	\$447,250.00	
F1R10003	_____	_____	\$495,000.00	
F1R103A	_____	_____		
F1R103B	_____	_____		
F1R103C	_____	_____		
ACTION: __ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)				
F8=PGDN F10=RO				

**STEP 2: RESULT**

The second page of accounts is displayed, along with their associated account details.

SP048A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00	
SP048A0	BOOK ENTRY ADJUSTMENT PROCESSING		HH:MM:SS	
08/02/2000 T				
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	PAGE	2	OF 4
ADJUSTMENT REFERENCE NUM:				
AGENCY LOCATION CODE/REGION: 11000001/	SHORT NAME: US MONEY1	TOT DECR:	\$0.00	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT INCR:	\$0.00	
ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT_____				
_____				
ASAP SEQUENCE NUMBER:				
ACCOUNT ID	DECREASE AVAIL BAL. BY AMOUNT	INCREASE AVAIL BAL. BY AMOUNT	AVAILABLE BALANCE	ITM
<b>F1R10004</b>	_____	_____	<b>\$435,000.00</b>	
<b>F1R104D</b>	_____	_____		
<b>F1R104E</b>	_____	_____		
<b>F1R104F</b>	_____	_____		
<b>F1R10005</b>	_____	_____	<b>\$500,000.00</b>	
<b>F1R105G</b>	_____	_____		
<b>F1R105H</b>	_____	_____		
ACTION: __ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)				
F7=PGUP F8=PGDN F10=RO				

**STEP 3: ACTION**

From the desired account, enter an amount for an account balance to be decreased, and a corresponding amount for an account balance to be increased. **Note:** Total increases must equal total decreases, and since these accounts are Control Accounts, the increases and decreases must be entered at the account detail level. Enter the letter P in the Action field and press Enter.

```

SP048A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP048A0          BOOK ENTRY ADJUSTMENT PROCESSING                    HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234      SHORT NAME: GRAY U                        PAGE    2  OF    4
ADJUSTMENT REFERENCE NUM:
AGENCY LOCATION CODE/REGION: 11000001/  SHORT NAME: US MONEY1
                                     TOT DECR:   $0.00
RECIPIENT ID:  0101111      SHORT NAME: GRAY U      TOT INCR:   $0.00
ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT_____
_____
_____
ASAP SEQUENCE NUMBER:
      DECREASE AVAIL      INCREASE AVAIL
ACCOUNT ID      BAL. BY AMOUNT      BAL. BY AMOUNT      AVAILABLE BALANCE  ITM
F1R10004
F1R104D      _____      10000_____
F1R104E      _____      _____
F1R104F      _____      _____
F1R10005
F1R105G      10000_____      _____      $500,000.00
F1R105H      _____      _____
ACTION: P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                     F8=PGDN      F10=RO

```

**STEP 3: RESULT**

The system posts the entry. The available balances are adjusted accordingly.

```

SP048A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP048A0          BOOK ENTRY ADJUSTMENT PROCESSING                    HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234      ADJUSTMENT POSTED                      PAGE    2  OF    4
ADJUSTMENT REFERENCE NUM:
AGENCY LOCATION CODE/REGION: 11000001/  SHORT NAME: US MONEY1
                                     TOT DECR: $20,000.00
RECIPIENT ID:  0101111      SHORT NAME: GRAY U      TOT INCR: $20,000.00
ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT_____
_____
_____
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V  000006
      DECREASE AVAIL      INCREASE AVAIL
ACCOUNT ID      BAL. BY AMOUNT      BAL. BY AMOUNT      AVAILABLE BALANCE  ITM
F1R10004
F1R104D      _____      $10,000.00      $445,000.00      01
F1R104E      _____      _____
F1R104F      _____      _____
F1R10005
F1R105G      $10,000.00      _____      $490,000.00      02
F1R105H      $10,000.00      _____
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
      F3=PRMT F4=MENU F5=MAIN      F7=PGUP F8=PGDN
I0066      BOOK ENTRY ADJUSTMENT POSTED SUCCESSFULLY.

```

**STEP 4: ACTION**

Press F5=MAIN to return to the Main Menu.

```

SP048A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP048A0          BOOK ENTRY ADJUSTMENT PROCESSING                    HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234          ADJUSTMENT POSTED                    PAGE  2  OF  4
ADJUSTMENT REFERENCE NUM:
AGENCY LOCATION CODE/REGION: 11000001/  SHORT NAME: US MONEY1
                                     TOT DECR: $20,000.00
RECIPIENT ID: 0101111          SHORT NAME: GRAY U  TOT INCR: $20,000.00
ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT_____
_____
_____
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V  000006
ACCOUNT ID      DECREASE AVAIL  INCREASE AVAIL  AVAILABLE BALANCE  ITM
F1R10004        _____      $10,000.00      $445,000.00      01
F1R104D         _____      $10,000.00
F1R104E         _____
F1R104F         _____
F1R10005        $10,000.00      _____      $490,000.00      02
F1R105G         $10,000.00      _____
F1R105H         _____
ACTION:  (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
          F3=PRMT F4=MENU F5=MAIN          F7=PGUP F8=PGDN
I0066  BOOK ENTRY ADJUSTMENT POSTED SUCCESSFULLY.

```

**STEP 4: RESULT**

The Main Menu appears.

```

SP010A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP010A0          MAIN MENU                                          HH:MM:SS
08/02/2000 T

<1>  PAYMENT REQUEST PROCESSING
<2>  INQUIRY MENU
<3>  FEDERAL AGENCY FUNCTIONS MENU
<4>  RFC FUNCTIONS MENU
<5>  FRB SUPPORT PROCESSING
<6>  REPORT REQUEST MENU
<7>  NOTIFICATIONS

          ASAP ID
ORGANIZATION ACCESS CODE          ENTER SELECTION NUMBER: _
                                   PRESS ENTER

F2=EXIT

```